

**Naval Postgraduate School
Office of the Associate Provost and Dean of Research**

**FY2003 NPS Institutionally Funded Research (NIFR) Program
Research Initiation Program (RIP)**

Description: RIP proposals are accepted from new tenure track faculty for research support during their first two years at NPS. NPS is especially committed to helping new faculty establish their research programs. NPS will (within its budget) underwrite new tenure track faculty and assure that they receive funding for up to one quarter and one intersessional in each of their first two years. In spite of this underwriting program, new faculty are expected to make a strong effort to obtain reimbursable funding during their first two years. RIP funding is not guaranteed in addition to reimbursable funding received in the first two years. Second year RIP funding is contingent upon the submission of a reimbursable proposal in the first year. RIP funding will not be into subsequent years.

Proposal Contents: A standard NPS proposal is required for consideration under RIP. The proposal is addressed to the Dean of Research. New RIP proposals are assumed to be two-year proposals. Proposal contents include:

- Signature Page
- Statement of Work (background, project description, proposed work)\
- References
- Biographical sketch of Principal Investigator
- Budget for each year with explanation page
- Cover letter from the Department Chair/School Dean stating that the proposed research is meritorious and supporting the Department/School's strategic plan.

Proposal Budget: A proposal budget will be developed for the RIP Program. A separate budget should be completed for year one and year two. The second year budget can be revised/updated at the beginning of the second year if resource requirements need adjusting. Budget categories on RIP proposal budgets include:

- Labor for PI: Maximum of five months in each year (one quarter plus the intersessional)
- Other Faculty Labor: Not applicable.
- Support Labor: Not provided by NIFR; if required, departmental support must be negotiated with Department Chair/School Dean.
- Travel: Yes (subject to the availability of funds)
- Equipment/Supplies/Miscellaneous: Yes (subject to the availability of funds)
- Contracts: Only if essential (subject to the availability of funds)

A budget explanation page should be included with the proposal budget.

Reports: For faculty planning to continue existing RIP projects into the second year, a Progress Report is required. It is also required that at least one reimbursable proposal will have been submitted during the first year. The Progress Report should explain clearly what has been accomplished and what work remains to be done. The signature page should be titled Progress Report-Research Initiation Proposal. An updated budget request for the second year must be included. A Final Report is also required at the end of the second year of funding.

Address: All proposals and progress reports under the RIP Program should be addressed to the Dean of Research.

Copies: One original is required in both hard copy and electronic format.

Deadline: RIP proposals are normally submitted within three months of the faculty member's arrival at NPS, and must be submitted at least one month before the work is scheduled to begin. Progress Reports for projects continuing into the second year are due 1 September including projects underway in Quarter 4.